



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

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| Class Title | Water Quality Supervisor |
| Class Code Number | 4160 |

General Statement of Duties

Supervises, coordinates, reviews, and performs lab operations in the City's Water and Wastewater Plants to ensure compliance with all regulatory agencies; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise, coordinate, review, and perform lab operations in the City's Water and Wastewater Plants. The work is performed under the direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over employees in the class of Water Quality Technician. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in laboratory, water, and wastewater facilities with exposure to hazardous materials.

Examples of Essential Work (Illustrative Only)

- Supervises and trains laboratory technicians, including overseeing daily operations, coordinating work schedules, and reviewing work accomplishments;
- Ensures compliance with regulatory quality control standards, including developing, implementing and enforcing in-house quality assurance program, updating and reviewing standard operating procedures, and performing corrective action when required;
- Ensures compliance with applicable regulatory regulations, including compiling and preparing various reports and records related to water quality regulatory monitoring in addition to processing control requirements;

- Provides plant operation technical assistance regarding sampling and chemical or microbiological analysis, including attending and participating in weekly staff meetings with operations, maintenance, and pretreatment staff;
- Oversees the maintenance and availability of a large inventory of laboratory equipment, supplies, and chemicals while staying within a prescribed annual budget;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the standard methods utilized in the collection and analysis of water and wastewater samples;
- Thorough knowledge of applicable City codes and regulations, including drinking water standards, local sewer limits, Lead and Copper Rule, and Total Coliform Rule;
- Thorough knowledge of the principles of chemistry and bacteriology;
- Thorough knowledge of personnel supervision and training;
- Thorough knowledge of the techniques of laboratory facility management;
- Thorough knowledge of safe handling and mixing procedures of bio-hazards and chemicals;
- Thorough knowledge of permit limits and related State and Federal rules and regulations;
- Ability to interpret and comprehend test procedures;
- Ability to safely work with hazardous materials to ensure the safety of City employees and residents;
- Ability to analyze and interpret results from a variety of laboratory tests of water and wastewater samples;
- Ability to maintain and prepare accurate reports and records;
- Ability to coordinate the operations and activities of a water quality lab;
- Ability to perform assigned work in accordance with a variety of hazardous and toxic materials;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in a Science related field;
- Some (at least two years) chemist and/or lab technician experience, with some supervisory experience.

Required Special Qualifications

- Grade I Certification in Lab;
- Grade II Certification in Lab within 2 years of hire;
- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in laboratory, water, and wastewater facilities and in the field.